

**City of Reading
Listing of Positions
For the 2012 Operating Budget**

<i>Division</i>	<i>Position Title</i>	<i>2011 # of Employees</i>	<i>2012 # of Employees</i>	<i>Difference</i>
Mayor				
	Administrative Assistant To The Mayor	1	1	-
	Executive Assistant To The Mayor	1	1	-
	MAIG Regional Coordinator	1	1	-
	Mayor	1	1	-
		4	4	-
Managing Director				
	Managing Director	1	1	-
	Business Analyst	1	1	-
	Executive Secretary/Admin Aide	1	1	-
		3	3	-
Call Center				
	Call Center Manager	0	0	-
	Customer Service Representatives	0	0	-
		0	0	-
Human Relations Commission				
	HRC Executive Director	1	1	-
	HRC Investigator	1	1	-
	HRC Clerk	2	1	(1)
		4	3	(1)
City Auditor				
	City Auditor	1	1	-
	Auditing Coordinator	1	1	-
		2	2	-

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City Council				
	Council President	1	1	-
	Council Member	6	6	-
	Deputy City Clerk	1	1	-
	Administrative Assistant	1	1	-
	City Clerk	1	1	-
		10	10	-
Treasurer				
	Clerk Typist II	0	0	-
	Chief Clerk	0	0	-
		0	0	-
Director of Administrative Services				
	Confidential Secretary	1	1	-
	Director of Administrative Services	1	1	-
	Grant Writer	1	1	-
	Controller	1	1	-
		4	4	-
Purchasing				
	Purchasing Coordinator	1	1	-
		1	1	-

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Accounting				
	Accounting & Treasury Manager	1	1	-
	Accountant	1	1	-
	Pension Administrator	1	1	-
	Revenue Accountant	1	1	-
	Payroll Clerck	0	2	2
	Accounting Clerk	1	1	-
		5	7	2
Tax Administration				
	Tax Manager	0	0	-
	Tax Supervisor	0	0	-
	Tax Examiner	0	0	-
	EIT Analyst	0	0	-
	Tax Specialist	0	0	-
	Accounts Coordinator	0	0	-
	Secretary	0	0	-
	Delinquent Tax Collector	0	0	-
	Tax Clerk I	0	0	-
	Tax Clerk II	0	0	-
	Clerk Typist II	0	0	-
		0	0	-

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Information Technology				
	GIS Coordinator	1	1	-
	Public Safety Support	1	1	-
	Network Administrator	1	1	-
	Developer	1	1	-
	Web Developer	1	1	-
	Trainer	1	1	-
	System Support Analyst	1	1	-
	IT Manager	1	1	-
	Lead Developer	1	1	-
		9	9	-
Citizens Service Center				
	Citizens Service Center Manager	1	1	-
	Billing Coordinator	1	1	-
	Treasury Coordinator	1	1	-
	Municipal Professional	2	2	-
	Municipal Aide II	7	8	1
		12	13	1
Human Resources				
	Payroll Clerk	0	0	-
	HR Floater	0	0	-
	Clerks	2	0	(2)
	Diversity and Information Officer	1	1	-
	Human Resources Director	0	0	-
	Human Resources Supervisor	1	1	-
	Human Resources Coordinator - Benefits	1	1	-
		5	3	(2)

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Mailroom				
	Mailroom Clerk	1	1	-
		1	1	-
Solicitor				
	Solicitor	1	1	-
	Confidential Secretary	1	1	-
	Executive Secretary / Admin Aide / Paralegal	1	1	-
	Legal Specialist	3	3	-
		6	6	-
Public Works				
	Confidential Secretary	1	1	-
	Public Works Director	1	1	-
		2	2	-
Garage				
	Maintenance Mechanic	6	4	(2)
	Maintenance Worker I / Parts Person	1	1	-
	Secretary	1	1	-
	Small Engine Repairperson	1	1	-
	Foreman	1	1	-
		10	8	(2)
Engineering				
	Engineering Aide III	1	0	(1)
	Engineering Aide IV	1	1	-
		2	1	(1)

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Traffic Engineering				
	Equipment Operator I	0	0	-
	Equipment Operator II	0	0	-
	Traffic Engineering Technician	0	0	-
	Maintenance Worker I/Signmaker	0	0	-
		0	0	-
Highways				
	Equipment Operator II	16	16	-
	Maintenance Worker I/Signmaker	1	1	-
	Foreman	1	1	-
		18	18	-
Parks				
	Custodian II	0	0	-
	Equipment Operator II	3	2	(1)
	Equipment Operator III	2	2	-
	Foreman	2	2	-
	Maintenance Worker I	1	0	(1)
	Maintenance Worker II	0	0	-
	Maintenance Worker III	1	1	-
	Operations Division Manager	1	1	-
	Secretary	1	1	-
		11	9	(2)
Shade Tree				
	Equipment Operator II/Arborist	0	1	1
	Maintenance Worker I	0	1	1
		0	2	2

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Recreation				
	Superintendent of Recreation	0	0	-
	Recreation Supervisor	2	0	(2)
		2	0	-2
Public Property				
	Foreman	2	2	-
	Tradesman	4	4	-
		6	6	0
Police - Criminal Investigations				
	Captain	1	1	-
	Criminal Investigator	20	19	(1)
	Lieutenant	1	1	-
	Police Officer	4	4	-
	Sergeant	7	5	(2)
		33	30	(3)
Police - Special Services				
	Captain	0	1	1
	Lead Clerk/Trainer	1	1	-
	Police Officer	0	0	-
	Police Officer/FTO	1	1	-
	Telecommunicator Supervisor	1	1	-
	Telecommunicator I	3	3	-
	Telecommunicator II	11	11	-
	Records Clerk	4	4	-

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	Records Office Supervisor	1	1	-
	TAC Officer	1	1	-
	Lieutenant	2	2	-
	Secretary - Police Academy	1	1	-
	Sergeant - Records	2	1	(1)
	CCTV System Monitor	1	1	-
	Systems Administrator Supervisor	1	1	-
		30	30	-
Police - Patrol				
	Captain	2	1	(1)
	Clerk Typist I	0	0	-
	Lieutenant	4	4	-
	Police Officer	107	107	-
	Police Officer/FTO	5	4	(1)
	Sergeant	19	14	(5)
		137	130	(7)
Police PMI (moved to CD in 2011)				
	PMI Administrator	0	0	-
	Chief Clerk	0	0	-
	PMI Supervisor	0	0	-
	Health and Safety Clerks	0	0	-
	Property Maint Inspector Aide	0	0	-
	Property Maintenance Inspector	0	0	-
		0	0	-

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Police - Administration				
	Chief of Police	1	1	-
	Deputy Chief of Police	1	0	(1)
	Confidential Secretary	1	1	-
	Lieutenant	1	0	(1)
	Sergeant	1	2	1
	Inspector	0	0	-
		5	4	(1)
Fire Administration				
	Clerk Typist II	1	1	-
	Administrative Officer	1	1	-
	Fire Chief	1	1	-
	First Deputy Chief	3	4	1
		6	7	1
Fire Special Services (Preventive Education)				
	LT Fire Prevention Officer	2	3	1
	Fire Marshal	1	1	-
	Lt Fire Training Officer	1	0	(1)
		4	4	-
Fire Training				
	Lt Fire Training Officer	0	1	1
		0	1	1

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Fire Suppression				
	Second Deputy Chief	3	4	1
	Firefighter IV	0	76	76
	Firefighter IV	81	0	(81)
	Firefigher III	0	0	-
	Firefighter II	0	0	-
	Firefighter I	0	4	4
	LT Fire Suppression Officer	3	4	1
		<hr/> 87	<hr/> 88	<hr/> 1
Fire EMS				
	Deputy Chief/EMS Mgr	1	1	-
	EMS Lieutenant	4	4	-
	Paramedic	20	20	-
	Transport Coordinator	1	1	-
	Wheelchair Van Driver	3	5	2
		<hr/> 29	<hr/> 31	<hr/> 2
CD Planning				
	Planner III	1	1	-
		<hr/> 1	<hr/> 1	<hr/> -
CD- Property Maintenance				
	Codes Manager	1	1	-
	Chief Clerk	1	1	-
	PMI Supervisor	3	3	-
	Development & Inspection Clerks	2	3	1

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	PM Specialist	0	1	1
	Property Maint Aide	3	3	-
	Property Maint Inspector	13	20	7
		23	32	9
CD - Zoning				
	Zoning Administrator	0	1	1
	Zoning Technician	0	0	-
	Zoning Technician	1	1	-
	Zoning Inspector	1	2	1
		2	4	2
CD - Trades				
	Secretary	1	1	-
	Chief Building Official	0	1	1
	Plumbing Inspector	1	1	-
	Building Inspector	1	1	-
	Electrical Inspector	1	1	-
	HVAC Inspector	1	1	-
	Residential Inspector	0	1	1
	Clerk	0	1	1
		5	8	3
CD - Administration				
	Deputy CD Director	1	1	-
	PMI Specialist	1	0	(1)
	CD/Hist Preserv Specialist	1	1	-
	Zoning Administrator	1	0	(1)
	Building Official	1	0	(1)
		5	2	(3)

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CD - HUD				
	CD Specialist	1	2	1
	CD Specialist Manager	1	1	-
	CD Specialist III	1	1	-
	Community Development Director	1	1	-
	Confidential Secretary	1	1	-
	Fiscal Officer	1	1	-
	Rehab Specialist	1	1	-
		7	8	1
Library Administration				
	Director of Libraries	1	1	-
	Assistant Director of Libraries	2	2	-
		3	3	-
Library - Circulation				
	Librarian I	1	1	-
	Librarian II	1	0	(1)
	Librarian III	1	1	-
		3	2	(1)
Library - Reference				
	Librarian II	4	4	-
	Librarian III	1	1	-
		5	5	-
Water Administration				
	Foreman	1	0	(1)
	Customer Service Rep.	2	0	(2)
	GIS/CAD Technician	1	0	(1)

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	Engineering Aide III	1	0	(1)
	Distribution Engineer	1	0	(1)
		6	0	(6)
Water Collection				
	Equipment Operator I	1	0	(1)
	Equipment Operator II	1	0	(1)
	Equipment Operator III	1	0	(1)
	Foreman	1	0	(1)
	Maintenace Worker II	6	0	(6)
	Watershed Manager	1	0	(1)
		11	0	(11)
Water Purification				
	Centrifuge Operator I	0	0	-
	Dewatering Technician	1	0	(1)
	Lab Technician	1	0	(1)
	Chief Operator	1	0	(1)
	Clerk Typist II	1	0	(1)
	Foreman	1	0	(1)
	Lab Supervisor/Bact.	1	0	(1)
	Maintenance Worker II	5	0	(5)
	Tradesman	1	0	(1)
	Water Plant Oper. I	1	0	(1)
	Water Plant Oper. II	3	0	(3)
		16	0	(16)

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Water Distribution				
	Equipment Operator II	3	0	(3)
	Field Investigator	3	0	(3)
	Foreman	2	0	(2)
	Foreman - Meter	1	0	(1)
	Foreman - Mechanic	1	0	(1)
	Foreman - Main Crew	3	0	(3)
	Foreman - Service Crew	2	0	(2)
	Maintenance Mechanic II	1	0	(1)
	Maintenance Worker II	8	0	(8)
	Maintenance Worker III	6	0	(6)
	Superintendent	1	0	(1)
		31	0	(31)
Self - Insurance				
	Risk and Safety Coordinator	1	1	-
	OCIP Coordinator	1	0	(1)
		2	1	(1)
Sewers				
	System Superintendent	1	1	-
	Utilities Div Manager/Environ	1	1	-
	Utility Engineer	1	1	-
	Environmental Prog Coordinator	1	1	-
	Foreman	2	2	-

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	Equip Op II	10	10	-
	Maint Worker III	1	1	-
	Clerk Typist I	0	1	1
	Egineer Aide III	0	1	1
	Maintenance Mechanic	0	1	1
		17	20	3
WWTP				
	Maint Supv	1	1	-
	Belt Press Op I	2	2	-
	Cert Oper/Shift Sup	6	6	-
	Operations Supv	1	1	-
	Elec/Elect Field Eng	1	1	-
	Elec/Inst Tech	1	0	(1)
	Utilities Div Manager/Environ	0	0	-
	Utility Engineer	0	1	1
	Utility Clerk Typist	1	0	(1)
	Env Prog Coord	0	0	-
	Equip Op II	1	1	-
	Lab Supv	1	1	-
	Lab Tech	5	5	-
	Maint Worker II (Mech)	3	3	-
	Maint Worker III	4	0	(4)
	Maintenance Mechanical	0	1	1
	Maint Worker III Elec/Mech	0	2	2
	Indusrial Maint Mech	0	2	2
	Pump Tender	4	4	-
	Secretary	1	1	-

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	Serv Utility Person	7	7	-
	Sew Plant Op I (6th St.)	4	0	(4)
	Sew Plant Op I (Fritz Is)	1	0	(1)
	Sew Plant Op II (Fritz Is)	3	0	(3)
	Sewer Plant Operator II	0	4	4
	Superintendent	1	1	-
	Tradesman (Elec)	2	2	-
	Project Account	0	1	1
		50	47	(3)
Recycling/Trash				
	Solid Waste Supervisor	0	1	1
	Graffiti Coordinator	0	1	1
	Foreman	0	1	1
	Maintenance Worker II	0	5	5
	Maintenance Mechanic	0	1	1
	Equipmant Operator II	0	5	5
	Clerk Typist II	0	1	1
	Solid Waste Coordinator/Environmentalist	1	0	(1)
		1	15	14
<i>Number of Full Time Employees</i>		636	585	-51